

Equipment Malfunction Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Equipment Malfunction

Dear [Recipient's Name],

I am writing to inform you about a malfunction that has occurred with the [specific equipment name or model] on [specific date]. The equipment is currently experiencing the following issues: [describe the malfunction in detail].

This malfunction may impact our operations, and I recommend we take immediate action to assess and repair the equipment. Please let me know how you would like to proceed or if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]